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INTRA-AGENCY COURIER RUNS

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25X1A6a



0800
1-Ton Van
2 Couriers

DEPT. TIMES

0800 Rm. GB-31 Headquarters Bldg. - Mail and Courier Branch/ISD

0825 Office of Training-Registry/DDS/ 1000 Glebe Rd., Rm. 523 and
A&E 416 (Assessment & Evaluation Staff/OMS/DDS)

25X1A6a

0910 [REDACTED] deliver 3rd Floor, Map Library Division/DDI
25X1A6a and NPIC, [REDACTED] deliver Loading Dock rear of Building.
(National Photo Interpretation Center/DDI)

1015 Rm. GB-31 Headquarters Bldg.

1030 OTR Registry/DDS, 1000 Glebe Rd.

1100 Defense Intell. Agency - Building A, Arlington Hall, Loading Dock in
back of building. (DIA)

25X1A6a

1130 [REDACTED]

1215 Return to Rm. GB-31 Headquarters Bldg.

1300

NOTE: Third Run Deliver to OTR, 1000 Glebe Rd., and pickup "Northern Virginia
Sun" Papers

1430

Same stops as the first run.

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AMES BUILDING SHUTTLE

0800
1-Ton Van
2 Couriers

DEPT. TIMES

0800 Rm. GB-31 Headquarters Bldg. - Mail and Courier Branch/LSD
0840 Ames Building, meet courier loading platform
0845 Key Building, meet courier back of building (Roadway)
0850 OTR, Rm. 2107, Arlington Towers - Language Testing/DDS
0900 Magazine Building, meet courier in front of building.
0910 South Building, Rm. 212, Technical Services Division/DDP
East Building, Rm. 226, Special Study Group (DCI) and
Rm. 119, Asst. to Vice President, Mr. George Carroll
100 Central, TSD. Graphic Arts Reproduction Branch
0940 Rm. GB-31 Headquarters Bldg.

NOTE: Departure Times: 0800 - 1015 - 1300 - 1500. All runs are made in same order except OTR-Arlington Towers deliveries will be made on first and third runs.

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PRINTING SERVICES DIVISION & OSA COURIER RUN

0830
1-Ton Van
2 Couriers

Rm. GB-31 Headquarters Bldg., Mail and Courier Branch/ISD/OL, pickup material for Printing Services Division (PSD/DDS), GJ-56-3 Hq. Bldg., deliver and pickup material addressed for Distribution, deliver to GB-31 Hqs.

Pickup material in GB-31 Hqs. for new Printing Service Bldg. (PSD/DDS), deliver and pickup in Rooms:

154 - Planning Office
112 - Bindry
G-10 - Quick Copy Room

All material picked up in new P.S.D. Bldg. will be deliver to GB-31 Hqs., except material addressed to GJ-56-3 which will be delivered direct.

(SECOND HALF)

25X1A6a

Rm. GB-31 pickup material for Office of Special Activities (OSA/DDS&T), [REDACTED] deliver to receptionist, call [REDACTED] for delivery; also deliver to and pickup from the Central Cover Staff located in the [REDACTED] on 1300 hours run.

25X1A

Schedule runs are: 0830 - 1030 - 1300 - 1500

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RECORD CENTER COURIER STOPS

0830
1-Ton Panel
2 Couriers

Rm. GB-31 Headquarters Bldg. - Mail and Courier Branch/ISD

25X1A6a Loading Dock [REDACTED] /DDS 25X1A
(Couriers will depart [REDACTED] at 1030 hours) 25X1A

25X1A6a Mailroom - [REDACTED] 1st Floor, OS
[REDACTED]

25X1A6a Receptionist - [REDACTED] DDS

25X1A6a Push Buzzer [REDACTED] DDS
(Employee will meet courier at top of steps)

25X1A6a Loading Dock [REDACTED] DDS - Room 214

25X1A6a Rm. 120 - [REDACTED] R&D Lab. Room 36, [REDACTED] Rm., DDS 25X1A

25X1A6a

NOTE: When requested, courier will stop at [REDACTED]
pickup and deliver taped material. Afternoon run will be made in same
order as the A.M. On 0830 hours runs deliver operational cables from
Office of Communications (GA-43) to OC, [REDACTED]

25X1A6a

Schedule Leaving Times from Rm. GB-31 Headquarters Bldg.:
0830 and 1300

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CENTRAL DEPOT RUN

0700
Sedan
1 Courier

DEPT. TIMES

- 0700 Leave Rm. 1023 Ames Bldg., Mail & Courier Branch/LSO, for Government Printing Office (GPO); pickup Congressional records Guard Office, N. Capitol St. entrance.
- Stop at State Dept., C St. entrance; meet courier give him records, pickup cables from him, deliver to 1227 Ames Bldg., OL/Registry
- 0830 Rm. 1227 Ames Bldg.
- Rosslyn Garage - first floor
- Central Depot - all material picked up will be delivered direct to 1227 Ames, 1122 Ames, and mail for Headquarters Bldg. to 1023 Ames.
- 1030 Rm. 1227 Ames Bldg. OL/Registry
- Central Depot - all material picked up will be delivered direct to 1227 Ames, 1122 Ames, and mail for Headquarters Bldg. to 1023 Ames.
- 1230 Rm. 1227 Ames Bldg. OL/Registry, pickup and deliver to Rm. 616 Key Bldg., Finance registry/DDS, return material to 1227 Ames Bldg.
- Rosslyn Garage
- Rm. 616 Key Bldg., Finance Registry/DDS, return material to 1227 Ames.
- 1400 Rm. 1227 Ames Bldg. OL/Registry

25X1A

Central Depot - all material picked up will be deliver direct to 1227 Ames, 1122 Ames, and mail for Headquarters Bldg. to 1023 Ames Bldg.

- 1530 Rm. 1023 Ames Bldg. (Secure)

Pickup checks at 1300 at 702 Key Bldg. The day before payday, deliver to 1227 Ames Bldg.

Cutoffs from Washington Depot to Hqs. twice a month to be delivered as soon as possible to Rm. GD-0428, OCS/DDS&T, Hqs. Bldg.

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SUITLAND ANNEX RUN

0830
1-Ton Panel
2 Couriers

*0830:

Rm. GB-31 Headquarters Bldg. - Mail and Courier Branch/ISD

Loading Dock Record Center Annex/DDS Suitland, Md.
(If back door is locked go to the Receptionist and have
opened)

BGN - Freemont Bldg.

(SECOND HALF)

1045:

Rm. GB-31 Headquarters Bldg. - Mail and Courier Branch/ISD

[REDACTED] DP) Rm. 416
Also mail for Bureau of Census, Rm. 412

Pickup & delivery - Bureau of Geographic names, Freemont Building,
McArthur Blvd.

Schedule leaving time each run: 0830, 1300

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NOTE: On 1300 trip when delivery is made to Key Building, pickup [REDACTED]
[REDACTED] stencils in Rm. 1101 Hqs.
Bldg., deliver to Printing Services Division, Rm. GJ-56-3 Hqs. Bldg.

- * Service the Office of Naval Intelligence at the
Hoffman Building, 2461 Eisenhower Avenue, Alexandria,
Virginia (junction of Telegraph Road and Route 195)
on 0830 Suitland Annex runs.